



**The City of Santa Clara  
California  
EMPLOYMENT OPPORTUNITY**

**FIRE PREVENTION SPECIALIST # 73-08-478**

Open/Promotional

**MONTHLY SALARY RANGE:** \$ 6804 - \$ 8285 (Longevity Pay up to \$8692)

**QUALIFICATIONS:** Applicants, at time of filing application, must possess the following qualifications:

- Graduation from high school or equivalent which includes satisfactory completion of courses in algebra and geometry, plus one of the following experience or education patterns:
- Three (3) years of certifiable paid paraprofessional building plan checking experience; **or**
- Three (3) years of certifiable paid experience as a Building Inspector or Plan Reviewer in a public agency; **or**
- Two (2) years of certifiable paid experience in a fire department or public agency with 300 hours of plan checking or inspection experience gained while performing fire prevention, fire suppression, inspection services, or plan review duties; **or**
- An Associate in Science Degree in Fire science from an accredited college with 100 hours of certifiable Building Inspector or Plan Reviewer experience.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

**LICENSE(S) AND OTHER REQUIREMENTS:** Applicants, at time of filing application, must possess:

- Possession of an appropriate, valid California driver's license is required.
- A medical examination will be required prior to appointment.
- Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.
- Must be able to perform all of the essential functions of the job assignment.
- May be required to work unusual hours including weekends.

**CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

**APPLICATIONS:**

An "on-line" Employment Application can be downloaded from the following website address:

[http://santaclaraca.gov/hu\\_resources/hr\\_employ\\_app.html](http://santaclaraca.gov/hu_resources/hr_employ_app.html) or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

**FINAL FILING DATE:**

**Applications must be filled out completely. Please do not substitute "see resume" in the employment history section of the application. Resumes should be attached separately.** City applications must be received by the Human Resources Department, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 5:00 p.m. Wednesday, November 19, 2008.** FAX number is (408) 247-5627.

October 15, 2008  
DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

# 73-08-478  
RECRUITMENT NUMBER

## **Fire Prevention Specialist #73-08-478** (continued)

<b><u>EXAMINATION WEIGHT/DATE:</u></b>	Written Examination	- Qualifying	Saturday, December 6, 2008 (tentative)
	Oral Examination	- 100%	Week of December 15, 2008 (tentative)

Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of the principles of fire prevention, building construction including hazardous materials, fire protection systems, the California Building Code, California Fire Code, and those sections of the California Code of Regulations relating to fire safety. Good ability to: interpret and apply applicable codes to building plans and specifications; understand and follow written and oral instructions; establish and maintain effective working relationships with others; and communicate effectively in writing and/or orally with the public. Ability to: gather, analyze, and present data clearly; apply research skills with relationship to applicable codes (i.e., UBC, UFC, NFPA 72, NFPA 13, Title 19 and 22); effectively utilize available resources; prioritize tasks and work as assigned; deal courteously and tactfully with coworkers and the general public; prepare effective written reports; and contribute to a safe and positive working environment.

### **TYPICAL DUTIES:**

Under general direction, this position will be required to perform plan review as well as field fire and life safety inspections as assigned by the Fire Marshal.

**Inspection Services:** Inspects residential, commercial, industrial, or any other facility or property to enforce applicable laws, codes, and ordinances; inspects new construction, which may include fire protection systems such as fire alarm and extinguishing systems; plans and conducts public education programs in fire prevention; makes presentations to groups; investigates complaints and answers questions relating to fire prevention activities; conducts fire drills in schools, hospitals, and convalescent homes; prepares and maintains records and reports; instructs fire department personnel on fire prevention techniques; and performs other related duties as assigned.

**Plan Review:** Reviews and evaluates plans requiring building or fire permits to ensure compliance with the California Building Code, California Fire Code, and other state and nationally recognized standards which are applicable. Plan review may include (but not be limited to) automatic fire extinguishing systems, fire alarm and detection systems, hazardous material facility closure plans, and installation of above ground hazardous materials storage tanks. Reviews project development and new annexations for proposed or existing buildings to ensure adequate water supplies, fire hydrant availability, and fire department access; provides technical advice to departmental officers/staff, architects, engineers, developers, building owners, the Fire Marshal, and the general public on interpretation or application of fire safety codes regulations and standards; provides fire protection information for Environmental Impact Reports; analyzes fire data as a basis for management decisions; reviews codes, regulations, and standards for adherence to accepted fire protection engineering standards; studies proposals and recommends modifications to the fire code; reviews technical literature and proposes new fire protection procedures; facilitates meetings with developers, contractors and other City staff regarding pending projects; supports, carries out and maintains all City and Fire Department policies; and performs other related duties as assigned.

### **BENEFITS:**

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. A summary of benefits for this position may be obtained online at <http://santaclaraca.gov/pdf/benefitunits/BenefitInfo10.pdf> or from the Human Resources Department.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*

CITY OF SANTA CLARA  
HUMAN RESOURCES DEPARTMENT  
1500 WARBURTON AVENUE  
SANTA CLARA, CA 95050